

# DJ - Wedding Reception Planner

We, Just Push Play Productions, want to make your wedding reception a complete success. You can help us by completing this form. With this information, your disc jockey will be able to conduct your custom-tailored reception in a smooth and organized manner. Please return the deposit and contract promptly. You may complete this form at a later date, but please return it to us no later than three weeks prior to your reception. **NOTE:** *This form is for information only and is not part of the contract for this engagement.*

## General Information

**Wedding Date:** \_\_\_\_\_ **Reception Location:** \_\_\_\_\_

**Bride's Name:** \_\_\_\_\_ **Groom's Name:** \_\_\_\_\_

What is the expected **attendance** at your reception? \_\_\_\_\_

What percentage of your guests will be in each of the following **age groups**?

18 or under \_\_\_\_\_ 18-29 \_\_\_\_\_ 30-45 \_\_\_\_\_ 46-65 \_\_\_\_\_ Over 65 \_\_\_\_\_

**How would you like your DJ attired?** ☐ Formal (Tuxedo) ☐ Semi-Formal (Coat and Tie) ☐ Other \_\_\_\_\_

**Type of Food Service:** ☐ Seated Dinner ☐ Dinner Buffet ☐ Hors D'oeuvres

## Program of Music and Events

The following events are traditional at wedding receptions. They are listed in the order in which they usually take place. However, feel free to alter the order if you desire. Preceding each of the following events there is a blank. If you do not want the event to be incorporated into your reception, write "NO" in the blank. If you do, we will use this space later for filling out estimated times.

\_\_\_\_\_ **Ceremony Starting Time** Are we providing the Ceremony Music? ☐ Yes ☐ No Where? \_\_\_\_\_

\_\_\_\_\_ **Reception Starting Time** (*Note: The reception should not start before our start time!*)

Will there be a cocktail hour? ☐ Yes ☐ No

\_\_\_\_\_ **Would you like your disc jockey to announce the wedding party?** ☐ Yes ☐ No

*Please include phonetic spellings for any difficult names. If your list does not fit, please provide a separate typed list.*

Bride's Parents: \_\_\_\_\_

Groom's Parents: \_\_\_\_\_

Bride's and Groom's Grandparents: \_\_\_\_\_

Flower Girl: \_\_\_\_\_

Ring Bearer: \_\_\_\_\_

1st Bridesmaid: \_\_\_\_\_

1st Groomsman: \_\_\_\_\_

2nd Bridesmaid: \_\_\_\_\_

2nd Groomsman: \_\_\_\_\_

3rd Bridesmaid: \_\_\_\_\_

3rd Groomsman: \_\_\_\_\_

4th Bridesmaid: \_\_\_\_\_

4th Groomsman: \_\_\_\_\_

5th Bridesmaid: \_\_\_\_\_

5th Groomsman: \_\_\_\_\_

Maid / Matron of Honor \_\_\_\_\_

Best Man: \_\_\_\_\_

\_\_\_\_\_ **Announce Bride and Groom as:** \_\_\_\_\_

(*Note: How would you prefer to be announced? Mr. and Mrs.? First Names?, etc.*)

## Traditional Dances

\_\_\_\_\_ **First Dance:** \_\_\_\_\_

\_\_\_\_\_ **Father / Daughter Dance:** \_\_\_\_\_

\_\_\_\_\_ **Mother / Son Dance:** \_\_\_\_\_

\_\_\_\_\_ **Bridal Party Dance:** \_\_\_\_\_

Will the Bride's and Groom's Parents join in? ☐ Yes ☐ No

**Types of Music: (check as many as apply) -remember your disc jockey can take requests at the reception.**

- ☐ 40's Big Band ☐ 80's Dance ☐ Top 40 Dance Mix ☐ Beach / Shag  
☐ 50's Oldies ☐ 90's Dance ☐ Contemporary Club Mix ☐ Adult Contemporary  
☐ 60's Motown ☐ New Rock ☐ Rap/ Hip Hop/ Bass ☐ Jazz  
☐ 70's Disco & Funk ☐ Classic Rock ☐ Salsa / Meringue / Reggaeton ☐ Classical  
☐ 80's Rock ☐ Country ☐ Soul R&B ☐ Other \_\_\_\_\_

Please List Specific Song Requests:

### *Traditional Events*

\_\_\_\_\_ **Welcome: (who will conduct?)** \_\_\_\_\_  
\_\_\_\_\_ **Blessing of the Meal: (Who will conduct?)** \_\_\_\_\_  
\_\_\_\_\_ **Toasts:** Traditionally, the Best Man gives the first toast the Bride and Groom.  
If this is the case, what is the Best Man's name? \_\_\_\_\_

Will there be other toasts? ☐ Yes ☐ No ☐ Possibly

Will champagne be made available to **all** the guests? ☐ Yes ☐ No ☐ B&G Only  
If so, how will it be served? ☐ Wait staff ☐ Self Serve

\_\_\_\_\_ **Cake Cutting:**  
\_\_\_\_\_ **Bouquet Toss:**  
\_\_\_\_\_ **Garter Toss:** Should the man who catches the garter place it on the leg of the woman who caught the bouquet?  
☐ Yes ☐ No ☐ DJ Discretion  
\_\_\_\_\_ **Last Dance:** \_\_\_\_\_  
\_\_\_\_\_ **Contracted End Time for Disc Jockey (Overtime is generally available – see contract for pricing)**

### *Interactive Specialties*

☐ Shout ☐ Electric Slide ☐ Cha Cha Slide ☐ YMCA ☐ Anniversary Dance ☐ Dollar Dance

**Would you prefer your disc jockey to be more:** ☐ Reserved ☐ Involved ☐ Outgoing ☐ Very Outgoing

Reception Site Manager/Phone# \_\_\_\_\_

Who is in Charge of the DJ? \_\_\_\_\_

Who should the DJ see for payment? \_\_\_\_\_

Bride/Groom Current Phone# \_\_\_\_\_